TITLE		POLICY NUMBER	
E-mail Signature Policy and Procedure		DCS 11-05	
RESPONSIBLE AREA		EFFECTIVE DATE	REVISION
11-Communications		4/6/2016	0

I. POLICY STATEMENT

To provide excellent customer service and ease of communication with the external public, the Department shall implement a standard e-mail signature block for consistency across the agency.

II. APPLICABILITY

This policy applies to all DCS employees (including contracted employees, temporary employees, volunteers and interns) who have Department e-mail accounts.

III. POLICY

All employees, including contracted and temporary employees, volunteers, and interns, shall use the standardized signature in IV. B. with the required information in all new e-mail communications.

IV. PROCEDURES

A. Create E-mail Signature Block

1. Begin a New E-mail.

2. Go to the "Message" tab.

3. Select "Signature."

4. Click on "Signatures."

5. Select "New."

6. Name the Signature such as "Main Signature."

7. Copy the DCS Logo in IV. B into the blank box.

8. Choose "Century Gothic" font.

9. Enter the requried information in IV. B.

10. Edit Information as needed (e.g. manual spell check).

11.   Save the signature.

12.   Make sure this is the "default signature."

B.   Design

The folowing design including font and placement of information shall be used on all new e-mails.

Name, First, Last
Full Title
Department of Child Safety
Street Address
City, State, Zipcode
Phone (including area code)
Fax. (if applicable)
Full E-mail Address
AZDCS Website | Twitter | to report child abuse or neglect: 1-888-SOS-CHILD

C.   Use

All DCS employees, including contractors and temporary employees, and volunteers and interns who have a Department e-mail account shall apply the required signature in VI. B. in all new e-mails.